



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Historic Preservation Section Office of Planning and Research Department of Natural Resources 270 Washington St. S.W. Rm. 701 Atlanta, Georgia 30334	Application Number 78-90	
Application Number		Date Received MAY 11 1978	Date Completed MAY 23 1978
2. Person to Contact Kenneth H. Thomas, Jr.		Working Title Historical Researcher	Telephone Number (404) 656-2840
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973 Latest ongoing	5. Records Series Title (followed by title used in office, if different) Historic Preservation Contracts		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Planning and Research Division of DNR conducts planning, coordination, and research activities in support of natural resources programs; administers the Federal Land and Water Conservation Fund, the National Register Program, and the Georgia Heritage Trust Program; coordinates the Georgia Special Olympics Program; performs site specific planning; conducts resources planning; provides assistance related to historic and archaeological preservation; and provides recreational technical assistance to local governments. These services are provided through the following programs: recreation planning; resource planning; site planning; historic preservation. The Historic Preservation Section prepares policy statements on all state-owned historic sites, conducts historical research on all historic sites now owned by the state or proposed for acquisition by the Georgia Heritage Trust program, completes county surveys for historical, archaeological, and architectural sites, administers the identification and nomination of cultural sites to the National Register Program, environmental review and grants.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Contracts between the historic preservation section and individuals or agencies to provide services as listed below. Included are: Contracts and related correspondence with: a. historical researchers for historic sites b. researchers for National Register nominations c. National Register Review Board members d. typists e. surveyors and Area Planning and Development Commissions for the state-wide architectural survey under the National Register program f. architectural consultants g. staff members under contract through West Georgia College File is arranged: alphabetically by contractee under the divisions listed above			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old <u>twice</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>one third</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
x		a. Is this the official copy of the series? If not, where is it?
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	x	c. Is this a vital record?
	x	d. Does this series have historical or long term research value?
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
x		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Department of Natural Resources Accounting and Budget offices (2 separate places)
	x	i. Is this series (or a major portion of it) regularly microfilmed?
x		j. Does the record series result in a computer printout? Department of Natural Resources expenditure reports

11. Retention Requirements

The following requires the series to be kept:

reports

- | | | | |
|--------------------------|-----------------|-----------------------------------|----------------------|
| a. State Law | <u>2</u> years. | d. Audit period | <u>3</u> years. |
| b. Statute of limitation | <u>6</u> years. | e. Administrative need | <u> </u> years. |
| c. Federal law | <u>3</u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon expiration of the contract, place in the inactive file; cut off inactive file at the end of each fiscal year, then transfer to State Records Center; hold five years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Elizabeth Q. Lyon</i>	5/11/78	<i>Maria F. York</i>	5/11/78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<i>Wm. J. Shiner</i> 5-22-78
		Secretary of State/Designee	<i>Carroll Hart</i> May 17, '78
		Attorney General/Designee	<i>M. J. Shiner</i> 5-22-78